



**TO:** Workforce Investment Board Chairpersons  
Workforce Investment Board Director  
Regional Workforce Board Chairpersons  
Regional Operators  
Regional Coordinators

**FROM:** Andrew J. Penca, Commissioner

**DATE:** January 18, 2007

**SUBJECT:** DWD Commissioner's Directive 2006-16  
Equal Employment Opportunity and Affirmative Action Policy and Poster

**Purpose**

The purpose of this communication is to reiterate the Indiana Department of Workforce Development Equal Employment Opportunity and Affirmative Action Policy and to disseminate the attached poster. This policy is included in the Agency Affirmative Action Plan available for review upon request.

**Content**

Indiana Code 4-15-12-2 commits the State of Indiana to an affirmative action policy that includes the establishment of employment policies and conditions that ensure the elimination of underutilization of qualified members of affected classes and the elimination of discrimination on the basis of race or color, religion, national origin or ancestry, age, sex and disability. Indiana Code 4-15-12-5(a) provides for each state agency to annually establish an affirmative action plan to implement the affirmative action policy.

The Indiana Department of Workforce Development promotes a policy of fair and equitable treatment of all employees and applicants for employment, without regard to race, color, religion, national origin, ancestry, age, sex, disability or veteran status. This policy applies to all terms and conditions of employment, including recruitment, placement, selection, promotion, training, transfer and compensation.

**Effective Date**

Upon Receipt

**Ending Date**

December 31, 2008

**Ownership**

Legal Support

**Action**

The attached policy should be posted on bulletin boards throughout Indiana Department of Workforce Development facilities. Large posters are available upon request. Contact Joyce Howard, EEO Compliance Coordinator, Legal Support, at (317) 232-0603 or [jhoward@dwd.in.gov](mailto:jhoward@dwd.in.gov)

**Attachment:** Office of the Commissioner, Equal Employment Opportunity and Affirmative Action Policy



Office of the Commissioner  
Equal Employment Opportunity and Affirmative Action Policy

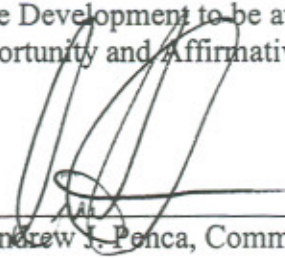
The Department of Workforce Development promotes a policy of fair and equitable relations with all of its employees and applicants for employment, without regard to race, color, religion, national origin, ancestry, age, sex, disability or veteran status. This policy applies to all terms and conditions of employment, including recruitment, placement, selection, promotion, training, transfer and compensation.

All employees, especially with duties that are related to the hiring and the status of current employees, are required to comply with this policy. In addition, the Department of Workforce Development, as an equal opportunity employer, will fully cooperate with all applicable laws and executive orders.

The Department of Workforce Development believes that equal opportunity in a state service is achieved through solid Affirmative Action programs. The Department also believes that Equal Employment Opportunity is only possible when every citizen and employee realizes that policies to remove inequities cannot be passive. We must take active steps toward eliminating conditions which could result in unlawful employment discrimination in the workplace.

The Department emphasizes an active Affirmative Action Plan that aims to remove illegal practices that discriminate on the basis of race, color, religion, national origin, ancestry, age, sex, or disability or veteran status. The department recognizes that an active Affirmative Action Plan will have a positive impact on all departments, divisions, policies, programs and services provided by this agency.

I urge every employee of the Department of Workforce Development to be aware of, and support our efforts to provide Equal Employment Opportunity and Affirmative Action to all of our employees.

  
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Andrew J. Penca, Commissioner

10/31/06  
\_\_\_\_\_  
Date